

APPLICATION # _____

DATE RECEIVED _____

PERMIT # _____

RECEIPT NUMBER _____

COUNCIL DATE: _____

AMOUNT PAID _____

ACTIVITIES PERMIT

SUBMIT APPLICATION CITY CLERKS OFFICE
201 4TH ST. SE. ROCHESTER, MN. 55904

DATE OF APPLICATION: _____

NAME OF ORGANIZATION OR INDIVIDUAL: _____

TYPE OF EVENT OR PARADE: _____ EVENT DATE: _____

LOCATION OF SPECIAL EVENT: _____

TIME: _____ START: _____ FINISH: _____ TOTAL TIME: _____

ADMISSION CHARGE: _____ # OF UNITS: _____ # OF PERSONS: _____

PURPOSE OF PROCEEDS (IF APPLICABLE): _____

EXTRA MANPOWER OR EQUIPMENT NEEDED: _____

SPECIAL INSURANCE OR BOND: _____

COSTS OF EQUIPMENT OR MANPOWER: _____

THIS APPLICATION IS MADE SUBJECT TO THE RULES AND REGULATIONS OF THE CITY OF ROCHESTER AND THE UNDERSIGNED HEREBY AGREES FOR THEMSELVES AND OTHERS FOR WHOM THIS APPLICATION IS MADE THAT THE SAME ARE ACCPTABLE AND WILL BE OBSERVED. THE CITY OF ROCHESTER RESERVES THE RIGHT TO CANCEL ANY PERMIT.

APPLICANT: _____ ADDRESS: _____

HOME PHONE NUMBER: _____ BUSINESS PHONE NUMBER: _____

ARE ANY ADDITIONAL SERVICES REQUESTED BY ANY CITY DEPARTMENT? IF SO, LIST:

REMARKS: _____

PERMIT FEE: \$25.00 PAYABLE TO THE CITY OF ROCHESTER

SEE ATTACHED

IF PARADE, WALK, RUN, ETC – SUBMIT MAP OF ROUTE TO BE TAKEN.

***IF YOU NEED TO BLOCK THE STREET YOU WILL NEED TO SUPPLY YOUR OWN
BARRICADES BY CONTACTING ONE OF THE FOLLOWING SUPPLIERS:***

Highway Technologies, Inc
3005 Valleyhigh Dr NW
Rochester, Mn. 55901
(Bus) 507 - 282-1105
(Cell) 507-208-1335
(Fax) 507-282-1130

Safety Signs
4612 8th Street SW
Rochester, Mn. 55902
507-285-0205

Will there be any merchandise or food offered for sale? YES_____ NO_____

If so, you will need to request a permit from the Park Department.

**PLEASE CHECK WITH PARK DEPARTMENT FOR ANY PERMITS - 281- 6160
YOU WILL NEED APPROVAL FROM THEM FOR ANY PARK FACILITIES**

FOR ADMINISTRATION USE ONLY

POLICE DEPARTMENT:

COMMENTS: _____

SIGNATURE

PARK DEPARTMENT:

COMMENTS: _____

SIGNATURE

PUBLIC WORKS - STREET MAINTENANCE:

COMMENTS: _____

SIGNATURE

PUBLIC WORKS - TRAFFIC:

COMMENTS: _____

SIGNATURE

FIRE DEPARTMENT – IF APPLICABLE

COMMENTS: _____

CITY CLERK: _____

DATE SENT: _____

***RACES AND OTHER USES OF
STREETS AND BIKE PATHS***

All organizations and individuals request requesting permission to use city streets or bike paths throughout the city are being cautioned that they can not use any type of permanent markings on the streets or bike paths to mark distances or their route. The person or persons requesting the use permit are responsible for removing any and all types of markings used.

Sgt. J. Laivell

Rochester Police

285-8270

RIGHTS OF SUBJECTS OF GOVERNMENT DATA

LICENSING AND PERMITTING DATA

“TENNESSEN WARNING”

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; Private information is that information which is available to you, not to the public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

PUBLIC – NAME AND ADDRESS OF APPLICANT(S)

PRIVATE – ALL OTHER INFORMATION COLLECTED AT THE TIME OF APPLICATION; (All information becomes PUBLIC after approval of the application).

The information collected and required from you is to determine your eligibility for a City of Rochester License or Permit. If you do not supply the required information, the City of Rochester will not be able to determine your eligibility.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the deferred assessment program. Persons or agencies with whom this information may be shared include:

CITY, COUNTY, AND STATE PERSONNEL INVOLVED IN DETERMINING YOUR ELIGIBILITY TO APPROVE THE APPLICATION, CONTRACTED PUBLIC AUDITORS, AND THOSE INDIVIDUALS TO WHOM YOU GIVE YOUR EXPRESS WRITTEN PERMISSION.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

***THE RIGHT TO SEE AND OBTAIN COPIES OF THE DATA MAINTAINED ON YOU.
THE RIGHT TO BE TOLD THE CONTENTS AND MEANING OF THE DATA.
THE RIGHT TO CONTEST THE ACCURACY AND COMPLETENESS OF THE DATA.***

To exercise these rights, contact the City Clerk's Office, Room 135, City Hall, Rochester, Mn. 55904

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

(Signature of Data Subject)

(Date)

White Copy - City Clerk's Office

Buff Copy - Applicant

144. PARADES

144.01. Definitions. Subdivision 1. "Applicant" means the person who signs the application for a permit.

Subd. 2. "Appropriate city officials" means the mayor, city administrator, fire chief, police chief and public works director.

Subd. 3. "Council" means the Common Council of the City of Rochester, Minnesota.

Subd. 4. "Parade" means any march, procession or other similar activity consisting of persons, animals, vehicles or things, or combination thereof, upon any public street, sidewalk, alley or other public place or right-of-way, which does not comply with normal and usual traffic regulations or controls. This term does not include a funeral procession.

144.02. Permit. No person shall conduct, sponsor or knowingly participate in a parade unless the Council has granted a permit for that parade.

144.03. Application for Permit. Subdivision 1. Any person who wants to conduct or sponsor a parade must apply to the city clerk for a permit at least ten days in advance of the date of the parade. The city clerk will refer the application to the appropriate city officials for comments as to whether the application satisfies the findings provided for in Section 144.04, subd. 2.

Subd. 2. The city clerk must receive and process an application for a permit which is filed less than ten days prior to the date the parade is to occur only if the city clerk determines there is sufficient time to receive comments from the appropriate city officials and to present the application to the Council or to individual common council members.

Subd. 3. An application for a permit must contain the following information, which must be updated by the applicant as circumstances change:

- A. Name, address and daytime telephone number of the applicant and, if applicable, the organization with which the applicant is affiliated or on whose behalf the applicant is applying.
- B. The date of the proposed parade and the hours that it will commence and terminate.
- C. The location and exact street address of the parade assembly and disbanding areas, and the time when the parade will begin to assemble and disband.
- D. The approximate number of persons and vehicles, floats or other units to participate in the parade.
- E. The route along which the parade will proceed and the sidewalks or lanes of traffic it will occupy; and,
- F. A list identifying the type and number of all animals the applicant intends to have at the parade.

Subd. 4. The application must be accompanied by payment of the license fee as established by the Council.

144.04. Issuance of Permit. Subdivision 1. The Council must issue a parade permit if it can make those findings listed in subdivision 2 of this section.

Subd. 2. The relevant findings for the issuance of a parade permit are as follows:

- A. The proposed parade will not substantially or unnecessarily interfere with traffic in the area contiguous to the activity, or that, if the activity will substantially interfere with such traffic, there are available at the time of the proposed parade sufficient city resources to adequately mitigate the disruption;
- B. There will be available at the time of the proposed parade a sufficient number of peace officers, traffic control officials or

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authorized volunteers to police and protect lawful participants in the parade and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed parade.

- C. The concentration of persons, animals, vehicles or things at the assembly and disbanding areas and along the parade route will not prevent proper police or fire protection, or ambulance service.
- D. The proposed parade will not be conducted for an unlawful purpose or in an unlawful manner. Federal, state and local laws will determine a lawful purpose and a lawful manner.
- E. The proposed parade will not interfere with the use of the requested area by another person to whom a valid permit has been issued for the same area or route.
- F. The application contains sufficient information about the proposed route and crowd.

Subd. 3. The Council may limit the parade to the sidewalk or to one or more traffic lanes of a street when it determines such limited area is capable of accommodating the number of people anticipated to participate in the parade and the experience of previous comparable parades. The Council's action under this subdivision will not be considered a denial of the application for a parade permit.

Subd. 4. Except as otherwise provided by law, all applications for parade permits will be processed on a first-come, first-serve basis.

144.05. Informal Approval. If there is no Council meeting between the time the application is filed with the city clerk and the date of the parade, the city clerk must contact each of the available Council members to determine whether they can make the findings required in Section 144.02, subd. 2. The city clerk must inform each Council member contacted of the appropriate city officials' comments. If four Council members approve of the application, the city clerk must issue a permit to the applicant.

144.06. Alternate Parade Permit. When the Council denies an

CHAPTER 144. PARADES

application for a parade permit, the Council may authorize the issuance of a permit for a date, time, location or route that is different from that named by the applicant. This alternate parade permit will, to the extent practicable, authorize an event that will have comparable public visibility and a similar route, location and date to that of the proposed parade. An applicant desiring to accept an alternate parade permit must, within five business days following notice of the Council's approval of such a permit, file a written notice of acceptance with the city clerk.

144.07. Penalty. Any person who violates this section is guilty of a petty misdemeanor.

(2747, 6/4/1991; 3569, 6/16/03; 3607, 12/15/03)

January 31, 2004